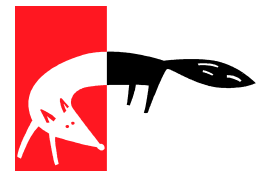


Sandfield Close Primary School Volunteer Policy



This policy was **revised in December 2012**.

Reviewed: January 2017

Date of next review January 2020.

Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community to work in partnership with the school to promote **positive** outcomes for all our children.

Our definition of Volunteers includes:

- Members of the Governing Body
- Parents of pupils
- Former pupils
- Students on work experience
- University students
- Former members of staff
- Members of the Parent Teacher Association (PTA)
- Local residents

The types of activities that Volunteers are engaged in include:

- Reading with children read
- Working with small groups of children
- Working alongside individual children within classrooms
- Undertaking art & craft activities with children
- Running after-school clubs
- Assist with administrative tasks
- Working with children on the computers
- Helping maintain the school grounds
- Accompanying school visits
- Organising and supervising PTA events
- Charity events

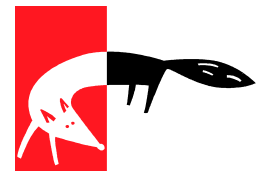
Becoming a Volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, e.g. hearing children read, usually approaches the School Business Manager in the first instance.

Volunteers are asked to put their request in writing explaining why they wish to volunteer at the school, the skills they have to offer, the approximate length of time of each session and the likely duration of the placement and if relevant the course and institution which the placement relates to. Volunteers should also complete the *Volunteer Information Sheet* (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, all volunteers are expected to apply for and obtain an Enhanced DBS Disclosure. **No volunteers are allowed in school on a regular basis unless they have received satisfactory DBS clearance.** An exception to this is when parents are asked to accompany school trips on a one-off basis and assist with the supervision of the children. The School Business Manager is responsible for all DBS

Sandfield Close Primary School Volunteer Policy



applications connected with the school and maintains the Single Central Record relating to DBS checks and suitability to work with children.

Staff employed at the school are expected to conduct themselves in line with the guidance contained in the DfE document ***Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings & Keeping Children Safe in Education (Sept 2016)*** at all times. Volunteers are expected to follow the same guidelines. **A copy will be given to the volunteer at the start of the placement.**

The school has an Acceptable Use Policy relating to the use of the school ICT network and all members of staff are expected to sign a copy of the AUP. Volunteers are expected to sign the Volunteer AUP. Any breach of the AUP will be reported to the appropriate external agencies and appropriate action taken.

Our School Vision

All adults who work in our school, whether as a paid member of staff or a volunteer are expected to work and behave in such a way as to actively promote our school vision.

Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that Volunteers have about the children they work with or come into contact with should be voiced with the Class Teacher and NOT with the parents of the child or persons outside school.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the School Business Manager or Headteacher.

Supervision

All volunteers work under the day-to-day supervision of the classteacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. The School Business Manager and Headteacher and Deputy Headteacher have regular oversight of the activities of all volunteers.

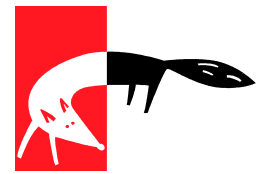
Volunteers should have clear guidance from the classteacher as to how an activity is carried out / what the expected outcome of an activity is.

Volunteers are encouraged to seek further advice or guidance from the classteacher in the event of any query or problem regarding children's understanding of a task or behaviour.

Health & Safety

The school has a Health & Safety Policy and this is made available on request to Volunteers working in the school. The School Business Manager briefs volunteers on key Health & Safety issues at the start of the activity or placement. On a day-to-day basis classteachers and other school staff ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation, **invacuation**) and about any safety aspects associated with a particular task (e.g. using DT equipment or accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the classteacher, a member of staff or directly to the School

Sandfield Close Primary School Volunteer Policy



Business Manager or Headteacher. Any accidents should be reported directly to the School Business Manager so that the appropriate documentation can be completed.

Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- To ensure the safety of our pupils at all times, all our regular Volunteers must have been cleared by the Criminal Records Bureau (DBS). A certificate is issued to the individual to produce in school.
- The principles of Safer Recruitment apply to all staff employed by the school and the same key principles are applied to Volunteers at the school.
- All adults in school are expected to conduct themselves in accordance with the DfE document ***Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings & Keeping Children Safe in Education (Sept 2016)***.
- **In the event of an allegation of abuse being made about a Volunteer, it will be referred to the Local Authority Designated Officer who is based in the Social Care and Safeguarding Division of Leicester City Council. This policy applies to all adults working in school whether they are employees or volunteers.**

Complaints Procedure

Any complaints made about a Volunteer will be referred to the School Business Manager or Headteacher for investigation.

The Headteacher reserves the right to take the following action:

- Offer an alternative placement for a Volunteer, e.g. helping with another activity or in another class;
- Inform the Volunteer that the school is no longer willing to offer a placement. The school has adopted the Leicester City Complaints Procedure.

Terminating the placement

Some Volunteers remain active at the school over a period of years, for others the placement is time-limited perhaps in conjunction with a course. Placements usually end by mutual agreement, however the Headteacher and School Business Manager reserve the right to terminate the placement at any time if it is no longer perceived to be in the best interests of the school. The school is not obliged to explain why the placement has been terminated.

Requests for references based on Volunteer placements at the school

Only the Headteacher and School Business Manager are in a position to write references for Volunteers. Other members of staff have been told that they should decline any requests to provide references. If a Volunteer wishes to use the school as a referee they should discuss the request with the Headteacher or School Business Manager before an application is made. If the application has not been discussed with the school in advance, it is unlikely that the school will agree to provide a reference. **References will not normally be given more than one year after the end of the Volunteer placement at the school.** In line with Safer Recruitment and Child Protection guidance a reference written by the school in respect of Volunteering activity may be very limited in content.

Monitoring and Review

This Policy has been approved by the Governing Body and will be reviewed annually and updated in the light of new guidance from either the DfE or LA. It will be made available to parents and the wider community via the school website.

Sandfield Close Primary School Volunteer Policy



The Sandfield Close Volunteer Policy was discussed and adopted at a meeting of the full governing body.

Date of meeting: _____

Signature of Chair of Governors: _____

**APPENDIX 1
VOLUNTEER INFORMATION SHEET – FOR NEW VOLUNTEERS**

Name of Volunteer: _____

Date of Birth: _____

Other names known by (including maiden names):

Address: _____

Phone: _____

What skills / areas would you like to help with in school?

Are there any particular age groups / classes you would like to work with?

Do you have any disabilities / other needs which we need to consider when offering you a placement as a Volunteer in school? *(please give details)*

Thank you for taking time to complete this Volunteer Information Sheet. Please return it to the School Business Manager with a letter of application.

Your offer of help is appreciated and we will be in touch shortly.